



Vacancy Announcement

Management & Program Analyst, GS-343-12

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Announcement Number: NW0343

Date Opens: September 29, 2004

Date Closes: October 13, 2004

Location: Washington Navy Yard

Area of Consideration: DON

About Us: NDW is the regional provider of common operating support to eighteen Naval installations within a one hundred mile radius of the Pentagon. Services provided include public works, public safety, community support, human resources, information technology, supply, air and port operations, ceremonial support, environmental and safety. The eighteen installations include Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Navy Recreation Center Solomons, Naval Air Facility Washington, Naval Support Activities Carderock, Dahlgren and Indian Head, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Annapolis and Naval Research Laboratory.

About the Job: This position is located in the Regional Business Office, Plans and Programs Division, Commercial Activities/Competitive Sourcing Branch. The incumbent of this position will plan and conduct complicated, comprehensive analytical studies of organization or significant segments of several major management functions to improve organizational structure and staffing levels. Incumbent will provide substantive management support services in the areas of program cost analysis, annual/multi-year/long range fiscal planning and development of annual work plan(s) for organizations whose operations are interrelated and unstable. Incumbent also develops or participates in contracting-out studies and the development of statements of work and/or in-house bids for comparison to contractor bids. Incumbent will also monitor contract performance.

Qualifications: OPM requires one year of specialized experience equivalent to the next lower

grade level.

Knowledge Required by the Position: In the body of your resume please address the following:

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.

Knowledge of pertinent laws, regulations, policies, and precedents which affect the use of program and related support resources in the area studied.

Knowledge of the major issues, programs goals and objectives, work processes and administrative operations of the organizations.

Ability to adapt analytical techniques and evaluation criteria to measure and improve program effectiveness and/or organizational productivity.

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements.

Ability to provide substantive management support in program cost analysis, annual/multi-year/long range fiscal planning, and development of annual work-plan(s).

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